



# VENDOR LICENSE APPLICATION

Office of the City Clerk, 229 Main Street, Nashua, NH 03060  
Telephone: (603) 589-3010  
cityclerkdept@ci.nashua.nh.us

All vendors and licensees required by law to have city health licenses, state licenses or licenses of any other type, are responsible for obtaining said licenses and shall be considered in violation of city vending ordinances in the event that they are found to be without said licenses. All health licenses shall be posted in a conspicuous place.

**Today's Date:** \_\_\_\_\_

## Section I. Identification.

Applicant's last name: \_\_\_\_\_ First name: \_\_\_\_\_

or Business/Organization name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

As part of the application process, some city departments may need to contact your business to schedule an interview or an inspection. Please identify the person to be contacted and his/her telephone number, if different than above, and the best time(s) to call.

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Day(s)/Time(s): \_\_\_\_\_

## Section II. License Type.

- \_\_\_\_\_ Flea markets and shows exhibiting wares for sale (at least 5 vendors)
- \_\_\_\_\_ Hawker or Peddler
- \_\_\_\_\_ Itinerant magazine salesman
- \_\_\_\_\_ Itinerant photographer
- \_\_\_\_\_ Itinerant vendor
- \_\_\_\_\_ Street Fair
- \_\_\_\_\_ Street Fair License Exemption

**Section III. Date & Location.**

Date/Time Period of Proposed Sales: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Location(s) of proposed operation: \_\_\_\_\_

Written permission from the owner/possessor of the property has been obtained, if required:

\_\_\_\_\_ Yes \_\_\_\_\_ Not Applicable

**Section IV. Description of product to be sold (Sec. 12-58 b.2).**

Please provide a description of the source and type of food, beverage, merchandise or service to be sold and in the case of products of farm or orchard, whether produced or grown by the applicant. A separate *Food Service License*, in addition to the Vendor's License, must be obtained from the *Environmental Health Department* (18 Mulberry Street, 589-4530) for the sale of various food items. A copy of that license must be attached to this application, if applicable. Write "N/A," if not applicable.

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**Section V. Description of stand or motor vehicle to be used (Sec. 12-58 b.3).**

Please provide a description of (or attach a photograph) of any stand or motor vehicle to be used for the vending, including the license and registration number of any motor vehicle used for the vending. Write "N/A," if not applicable.

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If using a motor vehicle:

Driver's license: State: \_\_\_\_\_ Number: \_\_\_\_\_

Vehicle registration: State: \_\_\_\_\_ Number: \_\_\_\_\_

**Section VI. Certificate of Insurance (Sec. 12-58 b.4).**

Attach a certificate of insurance issued by an insurance company licensed to do business in the state, protecting the licensee and the city from all claims for damages to property and bodily injury...which may arise from operations under or in connection with the license.

Exceptions to certificates of insurance may be considered on a case-by-case basis by Risk Management. Attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Section VII. Business Identification & Signature(s).**

All signatures must be of an individual applicant, owner or duly-authorized corporate officer.

Business or d/b/a Name: \_\_\_\_\_

Business Address, if different from Section I (No P.O. Box):

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Business Mailing address, if different from above:

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Business Telephone Number, if different from Section I: \_\_\_\_\_

**Section VIII. Additional information, where applicable.**

**1) Street Fair Applicants:**

Attach a list of all sub-licensees to this application and evidence that applicant represents 50% of the ground floor occupants of any and all buildings to be included in the geographic area, which is the subject of the proposed license.

**2) Street Fair Exemption:**

Location of sidewalk obstruction/approved vendor location:

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**3) Itinerant Magazine Salesman:**

Name of company or organization that the salesman will be representing:

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On the backside of the last page of this application, list the name(s) and address(es) of all organization(s) by which the salesman is employed or receives compensation or commission of any kind.

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*Has the applicant ever been denied any city license or had any license of any type revoked by the City of Nashua? \_\_\_\_\_ Yes \_\_\_\_\_ No*

*If the answer is "yes," please provide complete details on the reverse side of the last page of this application*

*I, the undersigned, certify that all information provided in this application is true and correct to the best of my knowledge. I understand that any false statement(s) will be considered sufficient grounds to refuse issuance or revoke a license to operate within the City of Nashua and that I am subject to the rules and regulations of the Nashua Revised Ordinances and the laws of the State of New Hampshire.*

**Signature:** \_\_\_\_\_

Print name: \_\_\_\_\_ Position: \_\_\_\_\_

**Section VII. Fees.**

\$10.00 per day, or \$25.00 for one week, or \$100.00 for one year:

- Flea markets and shows exhibiting wares for sale  
(For events of four days or longer, add \$5.00 per additional vendor over 10, per month.)
- Hawker or Peddler
- Itinerant magazine salesman
- Itinerant photographer
- Itinerant vendor

Street Fair: \$5.00 per sub-licensee

Street Fair License Exemption: \$10.00

**Amount enclosed: \$\_\_\_\_\_**

Please make checks payable to the "City of Nashua."

Checks returned by your financial institution are subject to a \$30.00 penalty.

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Please return all pages of this application with all applicable information completed.

Additional documentation may be required by the Office of the City Clerk.

As a condition of licensure, and at any time during the license period, an applicant or licensee may be subject to additional restrictions or conditions ordered by city departments pertaining to a specific vendor or vending site or to prevent any nuisance related to or caused by the licensed activity.